

Zoning Application Submittal Requirements

**To reduce applicant costs and conserve paper, staff may accept other sheet sizes for submittals if an appropriate scale and level of detail is maintained. Check with staff prior to submitting smaller or larger sizes.*

Zoning Change / SUP

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Zoning Change/SUP-Plan Review Checklist	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Explanation Letter	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Legal Description	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Zoning Exhibit	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Application Fees	See Schedule	
<input type="checkbox"/> Any other required documents	Check with Planning Staff	

PD Concept Plan

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> PD Concept Plan- Plan Review Checklist	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> PD Concept Plans	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> PD Concept Plan Information Statement	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Proposed PD Development Standards	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Proposed Utility Service Plan	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Traffic Impact Analysis (if required)	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Application Fees	See Schedule	

PD Development Plan

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> PD Development Plan- Plan Review Checklist	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> PD Development Plans	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> PD Development Information Statement	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Proposed PD Development Standards	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Preliminary Drainage Study	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Proposed Streetscape Plan	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Proposed Amenities Plan	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Proposed Utility Service Plan	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Proposed Sign Plan	24" x 36", 4 Copies (folded) and one electronic (PDF) copy	Electronic Submittal (PDF)
<input type="checkbox"/> Updated Traffic Impact Analysis	8.5" x 11", 1 Copy (or PDF)	
<input type="checkbox"/> Application Fees	See Schedule	